

Office of Business and Job Opportunity

PAGE: _____ OF _____

Purchase Order #: _____

Contract Description: _____

Contractor Name: _____

Mailing Address: _____

Contract Amount: _____

Telephone Number: _____

Contract Goals: **MBE** _____ **WBE** _____

Name, Address, _Phone Number of PA Certified MBE/WBE subcontractor (including name of contact person)	Indicate MBE or WBE	Description of Work, Services to be provided. Where applicable, specify "supply" or "install" or both "supply" and "install."	Anticipated date work will start and finish	Approximate \$ amount of M/WBE Subcontract	M/WBE % of Total Contract Amount
TOTAL:					

Signature of Contractor: _____

Print Name: _____

Title: _____ Date _____

FOR OBJO USE ONLY	
Contract Goals: <input type="checkbox"/> Approved <input type="checkbox"/> Waived <input type="checkbox"/> Rejected	
Reviewed by: _____	OBJO Business Development Representative

Print Name: _____ Date _____

Distribution: Original – OBJO; Copy 2 –Manager, Line/Facility Department; Copy 3 – Contractor, Copy 4 – Procurement Dept – Award File

INSTRUCTIONS

CONTRATOR INSTRUCTIONS FOR RFP's: In accordance with Section 6. M/WBE Subcontracting Provisions, the proposer shall submit this form as the M/WBE Participation Plan and/or good faith documentation as part of Section 7. Proposal Submission Requirements.

CONTRATOR INSTRUCTIONS FOR BIDS: In accordance with Part IV of the contract book, the contractor shall submit a M/WBE Participation Plan and/or best efforts documentation to the Manager or designee identified in the contract book within 10 days of contract award.

MANAGER/DESIGNEE INSTRUCTIONS: After a review of the submitted MBE/WBE Participation plan, forward to the Office of Business and Job Opportunity via fax at (212) 435-7828 or PAD to 233PAS 4th Floor for review and approval. Approved/waived/rejected plan will be returned within 5 business days of receipt of this document. Manager/Designee will advise vendor of the results of the MBE/WBE Participation Plan review.

In the event that modification to the M/WBE Participation Plan is made after award, this form shall be submitted to the Manager or Designee within 10 days of the modification.